

**THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, FEBRUARY 20, 2019**

AGENDA

1. OPENING OF MEETING BY THE MAYOR

2. DISCLOSURE OF PECUNIARY INTEREST

3. ADOPTION OF PREVIOUS MINUTES AND MOTIONS

- p. 1 Recommendation: *Be it resolved that the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and That the minutes of the Special, Public, Committee of the Whole and Regular Council meetings held on the 6th day of February, 2019 be adopted as circulated.*

4. PRESENTING, REFERRING OR PASSING OF ACCOUNTS

5. CONSENT AGENDA

Recommendation: *Be it resolved that the items listed in the Consent Agenda dated February 20th, 2019 be approved as presented, and that the necessary action be taken.*

6. COMMITTEE REPORTS

- p. 15 a. **Essa Public Library Board**

Recommendation: *Be it resolved that the minutes of the Essa Public Library Board from their meeting of December 10, 2018 be received.*

7. PETITIONS

8. MOTIONS AND NOTICES OF MOTIONS

9. UNFINISHED BUSINESS

10. BY-LAWS

- p. 23 a. **By-law 2019-10**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2019-10, that being a By-law to adopt a Council-Staff Relations Policy; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

p. 28 **b. By-law 2019-11**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2019-11, that being a By-law to adopt a Policy for the Pregnancy and Parental Leave for Members of Council; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

p. 31 **c. By-law 2019-12**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2019-12, that being a By-law to authorize the Issuance of the Certificate of Substantial Completion and Acceptance (Aboveground Works), Vernon Street (Angus) Subdivision – Phase 2, Plan 51R-29167; and, that said By-law be read a first, and taken as read a second and third time and finally passed.*

p. 36 **d. By-law 2019-13**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2019-13, that being a By-law to amend the Township's Zoning By-law, affecting 8477 6th Line, Utopia, by rezoning the farmland to Agricultural (A-1) Zone in order to prohibit a dwelling; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

p. 38 **e. By-law 2019-14**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2019-14, that being a By-law to authorize the levy and collection of an interim tax on all properties and property classes, and to establish the date(s) for payment of taxes, and to provide for penalty and interest; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

p. 41 **f. By-law 2019-15**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2019-15, that being a By-law to authorize municipal borrowing for current expenditures for 2019; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

11. QUESTIONS

12. CLOSED SESSION

Recommendation: *Be it resolved that Council proceed to a Closed Session in order to address matters pertaining to:*

- the security of the property of the Municipality or local board;*
- personal matters about an identifiable individual, including Municipal or local board employees;***
- a proposed or pending acquisition or disposition of land for Municipal or local board purposes;*
- labour relations or employee negotiations;***
- litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board;***

- advice that is subject to solicitor/client privilege, including communications necessary for that purpose;*
- a matter in respect of which a Council, Board, Committee or other body has authorized a meeting to be closed under another Act;*
- Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown Agency of any of them;*
- a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;*
- a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;*
- a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;*
- the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act;*
- an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) or the investigator referred to in subsection 239.2 (1) of the Municipal Act 2001, as amended;*
- If the meeting is held for the purpose of educating or training the members.*

13. CONFIRMATION BY-LAW

p. 43 **By-law 2019-16**

Recommendation: *Be it resolved that leave be granted to introduce By-law 2019-16 that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 20th day of February, 2019; and that said By-law be read a first, and taken as read a second and third time and finally passed.*

14. ADJOURNMENT

Recommendation: *Be it resolved that this meeting of the Council of the Township of Essa adjourn at _____ p.m. to meet again on the 6th day of March, 2019 following Committee of the Whole.*

**TOWNSHIP OF ESSA
SPECIAL MEETING – BUDGET AGENDA
WEDNESDAY, FEBRUARY 6, 2019**

A Special Meeting of Council was held on Wednesday, February 6, 2019 in the Council Chambers of the Administration Centre. The purpose of the meeting was for consideration of the 2019 Capital and Operating Budget for the Township of Essa.

In attendance: Mayor Sandie Macdonald
Deputy Mayor Michael Smith
Councillor Keith White
Councillor Henry Sander
Councillor Ron Henderson

Staff in attendance: G. Murphy, Chief Administrative Officer
C. Healey-Dowdall, Manager of Planning and Development
C. Mohr, Manager of Finance
C. Ross Tustin, Fire Chief
D. Perreault, Manager of Public Works
L. Lehr, Clerk

1. OPENING OF MEETING BY THE MAYOR

Mayor Macdonald opened the meeting at 1:00 p.m.

2. DISCLOSURE OF PECUNIARY INTEREST

3. DELEGATIONS / PRESENTATIONS

STAFF REPORTS AND MEMORANDUMS

4. TREASURY

(a) Memorandum from the Manager of Finance and the Chief Administrative Officer, Re: 2019 Proposed Budget Overview and Highlights.

The Manager of Finance provided Council with a memorandum outlining the prioritized items to be included in the 2019 Budget. She stated that the memorandum also contains a listing of items that have been cut from the proposed 2019 Budget.

Council and members of staff proceeded to review the memorandum in detail.

Council requested that a report come forward at the next Budget meeting showing the items outlined in this memorandum, as to which are operating/capital and which fall under asset management.

(b) Memorandum from the Manager of Finance, Re: Part time Accounts Payable Position.

The Manager of Finance advised Council that for now she has withdrawn her request for Council's consideration of funding in the 2019 Budget to hire a Part Time person for Accounts Payable.

5. **PLANNING**

The Manager of Planning and Development advised Council that hiring a Planning Student is no longer a priority. As such, she has withdrawn her request for Council's consideration of funding in the 2019 Budget.

- (a) **Planning Fees Comparison using Different Fees**
- (b) **Building Fees Comparison using Different Fees**

The Manager of Planning and Development reviewed the proposed Planning Fees and Building Fees.

6. **CAO**

- (a) **Administration Centre Retaining Wall**

The Chief Administrative Officer reviewed the email from Ainley Group in regards to the retaining wall at the Administration Centre. He stated that Council will have to consider replacing it within the next few years, but that staff will have to monitor it to ensure there is no further movement or deformation of the wall.

7. **ADDITIONAL ITEMS**

8. **CLOSED SESSION**

9. **ADJOURNMENT**

Resolution No: SCW00-2019 Moved by: Smith Seconded by: Henderson

Be it resolved that this Special Meeting of the Council of the Township of Essa adjourn at 3:41 p.m. to meet again on the 20th day of February at 2:30 p.m.

----Carried----

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA
PUBLIC MEETING MINUTES
WEDNESDAY, FEBRUARY 6, 2019

PROPOSED ZONING BY-LAW AMENDMENT (Z7/18)
(8477 6th Line)

A Public Meeting was held on Wednesday, February 6, 2019 at 6:00 p.m. in the Council Chambers, Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald
Deputy Mayor Michael Smith
Councillor Keith White
Councillor Henry Sander
Councillor Ron Henderson

Staff in attendance: G. Murphy, Chief Administrative Officer
C. Healey, Manager of Planning and Development
C. Traynor, Manager of Finance
B. Morrison, Roads Supervisor
L. Lehr, Clerk

The Mayor opened the meeting by stating the purpose of the Public Meeting is to review a proposal for a Zoning By-law Amendment to prohibit a dwelling on farmland where a surplus dwelling unit has been severed due to farm consolidation, in accordance with provisions of the Planning Act. As well, to hear comments and review written submissions from the public and public agencies.

The Planner described the application as follows:

The Zoning By-law Amendment would affect a farmland property where a surplus home has been severed off due to farm consolidation (Concession 6, Part Lot 28, around 8477 6th Line).

The proposed Zoning By-law Amendment would rezone the above lands to Agricultural Exception One (A-1) Zone to prohibit a dwelling unit on the farmland only.

The Planner summed up agency comments as follows:

SCDSB has no objection.
Enbridge Gas has no objection.

The Mayor then asked if anyone in the audience would like to speak, that speakers must state their name and address so that proper records may be kept and notice of future decisions be sent to those persons involved in the review process. Comments are to be orderly, respectful and not repetitious. There was no one in the attendance for this application.

The planning office will be preparing a report and by-law to be presented to Council concerning this matter. Council will then consider all matters and render a decision.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA
COMMITTEE OF THE WHOLE
WEDNESDAY, FEBRUARY 6, 2019

MINUTES

A Committee of the Whole meeting was held on Wednesday, February 6, 2019 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald
Deputy Mayor Michael Smith
Councillor Keith White
Councillor Henry Sander
Councillor Ron Henderson

Staff in attendance: G. Murphy, Chief Administrative Officer
C. Healey, Manager of Planning and Development
C. Mohr, Manager of Finance
B. Morrison, Roads Supervisor
L. Lehr, Clerk

1. **OPENING OF MEETING BY THE MAYOR**

Mayor Macdonald opened the meeting at 6:00 p.m.

2. **DISCLOSURE OF PECUNIARY INTEREST**

Councillor Sander declared a conflict on Item 4 (a) stating he has a pecuniary interest in the property value and wells surrounding the property identified in the report, as his property adjoins the subject property.

3. **DELEGATIONS / PRESENTATIONS / PUBLIC MEETINGS**

a. **6:00 p.m. Delegation – Huronia H.O.G. Chapter No. 9102**
Re: Motorcycle Rally (July 18 to 20, 2019)
Wendy Clark, Director / Rally Coordinator
Ryan Johnson, Essa and District Agricultural Society
Kyle Montgomery, Marketing Coordinator

Wendy Clark and Kyle Montgomery from Huronia Harley Owners Group, Chapter 9102, provided Council with an overview of the proposed motorcycle rally which they propose to take place July 18-20, 2019 in Essa Township. Members from the different Chapters of the Harley Owners Group will fly the flags of each Chapter during their ride through Essa Township. This will be followed by an opening ceremony at the Essa and District Agricultural Society. Types of events planned include “show and shine”, motorcycle games (with little noise), indigenous drumming, music, dancing, and local vendors. She stated that they are anticipating approximately 600-800 in attendance, and that shuttle services will be provided to attendees.

Kyle Montgomery stressed to Council that there is no affiliation to any gangs; this event is for riding bikes only. He talked about the economic benefits to the Township of Essa in hosting this event.

Ryan Johnson from the Essa and District Agricultural Society talked to Council about the uniqueness of this type of event, and stated that the event will be utilized to educate a certain population on agriculture that might not necessarily have exposure to the benefits of

agriculture otherwise. He stated that there will be a historical agricultural component in this education piece.

Ryan Johnson stated that they are looking for an exemption from Council to permit this type of event to be held at the Essa and District Agriplex, on a temporary basis only, for the weekend of July 18-20, 2019.

Council thanked them for their presentation and requested that the Clerk's Department bring a report forward for their consideration at the next meeting scheduled on February 20, 2019.

- b. 6:10 p.m. Public Meeting**
Re: Proposed Zoning By-law Amendment (No. Z7/18)
8477 6th Line, Angus

See separate set of minutes.

STAFF REPORT

4. PLANNING AND DEVELOPMENT

Councillor Sander removed himself from Council Chambers for this Item. He did not participate in any discussion or vote on this Item.

- a. Staff Report PD003-19 submitted by the Manager of Planning and Development, re: Request for the Importation of Fill and Recycling.**

Resolution No: DEFEATED Moved by: Smith Seconded by: White

Be it resolved that Staff Report PD003-19 be received; and That Council does approve the request of 1967430 Ontario Limited to allow for the importation of materials for recycling to occur at 8308 10th Line.

----Defeated----

Councillor Sander resumed his seat for the remainder of the meeting.

- b. Staff Report PD005-19 submitted by the Manager of Planning and Development, re: Planning and Development Fees.**

Resolution No: CW009-2019 Moved by: Smith Seconded by: Sander

Be it resolved that Staff Report PD005-19 be received; and That Council does authorize staff to schedule a public meeting to advertise and consult on possible fee increases.

----Carried----

- c. Staff Report PD006-19 submitted by the Manager of Planning and Development and the Building Department Administrative Assistant, re: 2018 Final Building Stats.**

Resolution No: CW010-2019 Moved by: White Seconded by: Sander

Be it resolved that Staff Report PD006-19 be received for information.

----Carried----

- d. **Staff Report PD007-19 submitted by the Manager of Planning and Development, re: New Official Plan Amendment, Zoning By-law Amendment and Draft Plan Submission 6275 County Road 90.**

Resolution No: CW011-2019 Moved by: White Seconded by: Smith

Be it resolved that Staff Report PD007-19 be received.

----Carried----

- e. **Staff Report PD008-19 submitted by the Manager of Planning and Development, re: Briarwood Proposed Zoning By-law Amendment.**

Resolution No: CW012-2019 Moved by: White Seconded by: Henderson

*Be it resolved that Staff Report PD008-19 be received; and
That Council does authorize staff to schedule a public meeting to allow for comment from the public in regards to a proposed Zoning By-law Amendment.*

----Carried----

- f. **Staff Report PD009-19 submitted by the Manager of Planning and Development, re: New Applications for Official Plan Amendment and Zoning By-law Amendment for a Wedding Barn (Langford).**

Resolution No: CW013-2019 Moved by: Sander Seconded by: White

*Be it resolved that Staff Report PD009-19 be received; and
That Council does authorize staff to schedule a public meeting to allow for comment from the public on a proposed Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBA).*

----Carried----

- g. **Staff Report PD010-19 submitted by the Manager of Planning and Development, re: Business Licensing.**

Resolution No: CW014-2019 Moved by: White Seconded by: Smith

*Be it resolved that Staff Report PD010-19 be received; and
That Council does consider amending its Business Licensing By-law to include wedding barns, event centres and conference facilities in amongst other commercial recreational facilities that require licensing to allow for municipal control over uses to ensure that there is no nuisance impact on neighbours and the community and to help ensure public safety.*

----Carried----

- h. **Staff Report PD011-19 submitted by the Manager of Planning and Development, re: Amendment to the Growth Plan in relation to Essa.**

Resolution No: CW015-2019 Moved by: Sander Seconded by: Henderson

Be it resolved that Staff Report PD011-19 be received.

----Carried----

- i. **Staff Report PD012-19 submitted by the Manager of Planning and Development, re: Affordable Housing.**

Resolution No: CW016-2019 Moved by: Sander Seconded by: Smith

Be it resolved that Staff Report PD012-19 be received for information.

----Carried----

5. PARKS AND RECREATION/ COMMUNITY SERVICES

6. FIRE AND EMERGENCY SERVICES

- a. **Memorandum submitted by the Fire Chief, re: Council Approved Pays for Fire Department – 2019 Budget.**

Resolution No: CW017-2019 Moved by: Henderson Seconded by: Smith

Be it resolved that the memorandum from the Fire Chief in regards to "Council Approved Pays for Fire Department – 2019 Budget" be received for information.

----Carried----

7. PUBLIC WORKS

- a. **Staff Report PW003-19 submitted by the Manager of Public Works, re: NVCA's 2019 Spring Tonic Maple Syrup Festival.**

Resolution No: CW018-2019 Moved by: Henderson Seconded by: White

*Be it resolved that Staff Report PW003-19 be received; and
That Council does approve the request from the NVCA and Rotary Club of Barrie to allow for the overflow parking of vehicles along the shoulders of the 8th Line, each way of the entrance of the Tiffin Conservation Centre, during the Spring Tonic Maple Syrup Festival, provided that the Organizers provide traffic control and ensure that neighbouring driveways are not obstructed; and
That Council does approve delegating the authority to Staff to approve future requests from the Rotary Club of Barrie for the overflow parking of vehicles along the shoulders of the 8th Line for the Spring Tonic, providing that historic standards are maintained.*

----Carried----

- b. **Staff Report PW004-19 submitted by the Manager of Public Works, re: 2005 Gradall XL4300.**

Resolution No: CW019-2019 Moved by: Henderson Seconded by: Smith

*Be it resolved that Staff Report PW004-19 be received; and
That Council does authorize the Manager of Public Works to investigate the purchase of a new or used Gradall and report back to Council with recommendations.*

----Carried----

8. FINANCE

- a. **Staff Report TR001-19 submitted by the Manager of Finance, re: 2018 Audit Engagement Letter.**

Resolution No: CW020-2019 Moved by: White Seconded by: Smith

*Be it resolved that Staff Report TR001-19 be received; and
That the 2018 Audit Engagement letters from Baker Tilly KDN LLP, formally Collins
Barrow Kawarthas, be received, accepted, signed and returned to the audit firm.*

----Carried----

- b. **Staff Report TR002-19 submitted by the Manager of Finance, re: Proposed Mileage Rate Increase.**

Resolution No: CW021-2019 Moved by: Sander Seconded by: White

*Be it resolved that Staff Report TR002-19 be received; and
That Council does approve increasing the mileage rate for staff using their personal
vehicles to conduct Township business from \$0.52 per km to \$0.58 per km.*

----Carried----

9. CLERKS / BY-LAW ENFORCEMENT / IT

- a. **Staff Report C004-19 submitted by the Clerk's Assistant/Accessibility Coordinator, re: Draft Letter – SMDHU – Taking Action on Food Insecurity.**

Resolution No: CW022-2019 Moved by: White Seconded by: Smith

*Be it resolved that Staff Report C004-19 be received; and
That Council does approve the Draft letter in regards to "Taking Action on Food
Insecurity".*

----Carried----

- b. **Staff Report C005-19 submitted by the Clerk, re: Proposed Amendments to Council Code of Conduct – C09-2010, re: Conflict of Interest.**

Council supported an amendment to the Draft Procedure, to include a provision in section "C 1" as follows:

- iv. *leave Council Chambers while the item is on the floor for discussion / vote.*

Resolution No: CW023-2019 Moved by: Sander Seconded by: Smith

*Be it resolved that Staff Report C005-19 be received; and
That Council does approve the proposed amendments to Policy C09-2010 "Council Code of Conduct" in relation to Section C, "Conflict of Interest / Improper Use of Influence"; and
That Council does approve Draft Procedure C09-2010-C "Conflict of Interest" as amended, with its subsequent form and registry as attached.*

----Carried----

c. Staff Report C006-19 submitted by the Clerk, re: Staff-Council Relations Policy.

Council supported an amendment to section 1 (a) (i) of the Draft Policy, to include *"and the appropriate Department Head"*.

Resolution No: CW024-2019 Moved by: Sander Seconded by: Smith

*Be it resolved that Staff Report C006-19 be received; and
That Council does approve the Council-Staff Relations Policy C010-2019, as amended;
and
That Council does approve amending the language in section (d) of C09-2010 "Council Code of Conduct" as recommended in this Report; and
That the appropriate By-law be presented for Council's consideration at their meeting of February 20, 2019.*

----Carried----

10. CHIEF ADMINISTRATIVE OFFICER (C.A.O.)

a. Request from the Royal Canadian Legion Ontario Command re: Military Service Recognition Book Renewal of Advertisement.

Resolution No: CW025-2019 Moved by: White Seconded by: Smith

*WHEREAS Council authorized staff in 2018 to place a 1/10 page ad in the 2018 Military Service Recognition Book at a cost of \$256.64 plus taxes; and
WHEREAS the Royal Canadian Legion Ontario Command has once again contacted this municipality inviting us to renew our 1/10 page ad;
NOW THEREFORE BE IT RESOLVED THAT Council authorize staff to contact the Royal Canadian Legion Ontario Command to express our interest in renewing the same 1/10 page ad for publishing in the 2019 Military Service Recognition Book at a cost of \$256.64 plus taxes.*

----Carried----

11. OTHER BUSINESS

a. Request for Speed Reduction on County Road 27 – County of Simcoe

Resolution No: CW026-2019 Moved by: Sander Seconded by: Smith

Be it resolved that Council of the Township of Essa request the County of Simcoe to extend the 50 km/h speed zone on County Road 27 further north of Thornton, to the Thornton Union Cemetery.

----Carried----

b. Request for Staff to Contact County of Simcoe, re: Pooling of Water on South Side of Mill Street, East of Fraser Street, Angus

Council directed staff to contact the County of Simcoe in regards to the ponding of water that occurs along the curb and out into the travelled portion of the road on the east side of County Road 90 (Mill Street), south of the bridge over the Pine River.

c. **“Welcome to Angus” Signage – Request for Relocation**

Council directed the Manager of Public Works to follow up with the County of Simcoe, and to provide a status report back to Council at a future meeting.

12. **ADJOURNMENT**

Resolution No: CW027-2019 Moved by: Smith Seconded by: Sander

Be it resolved that this meeting of Committee of the Whole of the Township of Essa adjourn at 7:19 p.m. to meet again on the 20th day of February, 2019 at 6:00 p.m.

----Carried----

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA
REGULAR COUNCIL MEETING
WEDNESDAY, FEBRUARY 6, 2019

MINUTES

A Regular Council meeting was held on Wednesday, February 6, 2019 in the Council Chambers of the Administration Centre, Township of Essa.

In attendance: Mayor Sandie Macdonald
Deputy Mayor Michael Smith
Councillor Keith White
Councillor Henry Sander
Councillor Ron Henderson

Staff in attendance: G. Murphy, Chief Administrative Officer
C. Healey, Manager of Planning and Development
C. Mohr, Manager of Finance
B. Morrison, Road Supervisor
L. Lehr, Clerk

1. **OPENING OF MEETING BY THE MAYOR**

Mayor Macdonald opened the meeting at 3:54 p.m.

12. **CLOSED SESSION**

They proceeded into Closed Session discussions.

Resolution No: CR013-2019 Moved by: Smith Seconded by: White

Be it resolved that Council proceed to a Closed Session in order to address matters pertaining to personal matters about an identifiable individual, and labour relations or employee negotiations.

Council rose from Closed Session at 4:11 p.m. and proceeded to Committee of the Whole at 6:00 p.m.

Council reconvened in Regular Council at 7:17 p.m.

2. **DISCLOSURE OF PECUNIARY INTEREST**

3. **ADOPTION OF PREVIOUS MINUTES AND MOTIONS**

Resolution No: CR014-2019 Moved by: Sander Seconded by: Smith

*Be it resolved that the motions duly passed and approved at the Committee of the Whole meeting of this date be approved; and
That the minutes of the Special, Committee of the Whole and Regular Council meetings held on the 16th day of January, 2019 be adopted as circulated.*

----Carried----

4. PRESENTING, REFERRING OR PASSING OF ACCOUNTS

5. CONSENT AGENDA

Resolution No: CR015-2019 Moved by: Henderson Seconded by: Smith

Be it resolved that the items listed in the Consent Agenda dated February 6th, 2019 be approved as presented, and that the necessary action be taken.

----Carried----

6. COMMITTEE REPORTS

a. Nottawasaga Police Services Board

Resolution No: CR016-2019 Moved by: White Seconded by: Henderson

Be it resolved that the minutes of the Nottawasaga Police Services Board from their meeting of November 28, 2018 be received.

----Carried----

7. PETITIONS

8. MOTIONS AND NOTICES OF MOTIONS

a. Angus Farmers' Market – Municipally Significant Event

Resolution No: CR017-2019 Moved by: White Seconded by: Henderson

WHEREAS the Angus Farmers' Market Committee was formed in 2016 as a branch under the umbrella of the Edible Essa Committee established by the Essa Public Library; and WHEREAS the Angus Farmers' Market Committee has successfully organized the Angus Farmers' Market events which have grown substantially in numbers, originally hosting three events in 2016 and five events in 2017, with seven events being held in 2018 and 8 events planned in 2019; and

WHEREAS Council of the Corporation of the Township of Essa recognizes that the Angus Farmers' Market itself is a benefit to the community as a whole, deeming it to be a municipally significant event;

NOW THEREFORE BE IT RESOLVED THAT due to the significance of the Angus Farmers' Market and the impact that the events have on the residents and communities within Essa Township, Council authorize staff to ensure that this event is covered under the Township's liability insurance as a municipally sponsored event.

----Carried----

9. UNFINISHED BUSINESS

10. **BY-LAWS**

a. **By-law 2019-05**

Resolution No: CR018-2019 Moved by: Sander Seconded by: Smith

Be it resolved that leave be granted to introduce By-law 2019-05, that being a By-law to appoint a Deputy Clerk / Accessibility Coordinator, and to repeal By-law 2015-89; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

b. **By-law 2019-06**

Resolution No: CR019-2019 Moved by: White Seconded by: Henderson

Be it resolved that leave be granted to introduce By-law 2019-06, that being a By-law to authorize the Issuance of the Certificate of Maintenance and Final Acceptance (Underground Works) Brownley Meadows Subdivision – Phase 2, Plan 51M-1102; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

c. **By-law 2019-07**

Resolution No: CR020-2019 Moved by: Henderson Seconded by: Sander

Be it resolved that leave be granted to introduce By-law 2019-07, that being a By-law to authorize the Issuance of the Certificate of Substantial Completion and Acceptance (Aboveground Works), Brownley Meadows Subdivision – Phase 2, Plan 51M-1102; and, that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

d. **By-law 2019-08**

Resolution No: CR021-2019 Moved by: Sander Seconded by: Henderson

Be it resolved that leave be granted to introduce By-law 2019-07, that being a By-law to amend Procedural By-law 2017-77; and that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

11. **QUESTIONS**

12. CLOSED SESSION

- a. IDENTIFIABLE INDIVIDUAL
Confidential Staff Report C007-19 submitted by the Clerk, re: Administrative Assistant Position, Clerk's Department.

Resolution No: CR022-2019 Moved by: White Seconded by: Sander

Be it resolved that Confidential Staff Report C007-19 be received; and That the Clerk be authorized to proceed with Option Nos. 2 and 4 as identified in this Confidential Report.

----Carried----

- b. IDENTIFIABLE INDIVIDUAL/LABOUR RELATIONS
Confidential Staff Report CAO002-19 submitted by the Chief Administrative Officer, re: Identifiable Individual/Labour Relations.

Resolution No: CR023-2019 Moved by: Smith Seconded by: White

Be it resolved that Confidential Staff Report CAO002-19 be received.

----Carried----

13. CONFIRMATION BY-LAW

By-law 2019-08

Resolution No: CR024-2019 Moved by: Henderson Seconded by: Smith

Be it resolved that leave be granted to introduce By-law 2019-08 that being a By-law to confirm the proceedings of the Council and Committee of the Whole meetings held on this 6th day of February, 2019; and that said By-law be read a first, and taken as read a second and third time and finally passed.

----Carried----

14. ADJOURNMENT

Resolution No: CR025-2019 Moved by: Smith Seconded by: Sander

Be it resolved that this meeting of the Council of the Township of Essa adjourn at 7:30 p.m. to meet again on the 20th day of February, 2019 following Committee of the Whole.

----Carried----

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

Essa Public Library Board
Minutes
Monday, December 10, 2018, 7:00pm
Angus Branch, Essa Public Library

Present: R. Cade, J. Hunter, S. Malick, D. McKeever, L. Wark
Regrets: C. Cryer, S. Macdonald, M. Smith

1. Call to Order at 7pm by Chair D. McKeever
2. Approval of the Agenda
2018: 085 Moved: RC Seconded: JH Carried
THAT the Agenda for December 10, 2018 be approved as printed and circulated.
3. Declaration of any Conflicts of Interest for proceedings before this Board:
None
4. Minutes of the Preceding Regular Meeting: November 26, 2018
2018: 086 Moved: JH Seconded: SM Carried
THAT the Minutes of the November 26, 2018 Regular Meeting be approved as printed and circulated.
5. Business Arising from the October 29th Minutes.
Re. Item 5.1 AODA ramp modification quote \$20,000.00.
6. Communications:
6.1 Announcement (Dec. 5) of online Governance Hub for Library Board members from Southern Ontario Library Service (SOLS).
6.2 Thank you note from Rosemary Cade for Farewell Tea.
7. Chairperson's Remarks:
Thank you on behalf of My Sister's Place for the gift cards, they will be much appreciated and will be delivered on Tuesday or Wednesday.
I attended the Inauguration of Essa Council and Rosemary's Farewell tea.
8. Treasurer's Report:
8.1 Reserve Funds for Thornton Shelf upgrade: \$7,485.00.
8.2 2019 Draft Budget reviewed with Essa Treasury and CAO.
8.3 2017 Audit received and attached.
8.4 Budget Comparison to November 18, 2018.
8.5 2018 Collection Agency Review: \$2,800 submitted
2018: 087 Moved: SM Seconded: RC Carried
THAT the Treasurer's Report be received as printed and circulated.

9. CEO's Report, October, 2018.

a. Libraries Unshushed: "Big Love". (Thornton Branch)

b. Strategic Plan:

Community Focal Point:

Variety of Holiday activities at each branch.

Year-End Donation opportunity for Thornton Branch shelf upgrades.

Destination to Imagine/Discover/Connect:

More book clubs for adults emerge.

Art workshops at each branch this month.

Successful Children & Youth:

Story Dogs fully booked.

Thornton Page Turners: Youth Book Club continues

Homeschool support; Special Needs support; French programs

Meaningful Customer Service:

Customer Needs – Space assessment at Thornton Branch.

Space for Senior's to learn and connect.

c. Library Reports (A. Wishart): November 2018

d. Facility & Furnishings

Thornton Branch: Donation campaign to update shelving extends to 2020.

Fire Services to resurface parking area in the spring. Awning to be acquired for large back window.

Angus Branch: Bench for bus stop being constructed. Bike racks expected in the spring. Some furniture will need updating in 2019 due to wear and tear.

e. Personnel, Meetings & Training:

- Healthy Community Committee (MLS)
- COMPASS meetings (MLS, CCFE)
- Healthy Brains workshops (CFSS)
- Public Service Representative Contract for 20 hours filled.
- Additional Public Service Representative Contract for 14 hours underway.

f. Grants & Donations:

- Service Ontario Grant \$850 received
- TD Friends of Environment Grant: \$11,000 received
- SPI portion for 2018: \$3,587
- 2019 Adjala-Tosorontio Contract Grant & Invoice to be submitted.
- RBC Youth Futures: Applied (MLS)
- New Horizons for Seniors application (MLS)
- 2017 Annual Survey submitted to MTCS (CEO) for Public Library Operating Grant funding. \$25,297 received
- RBC Retiree Volunteer Grant \$500 received
- Thornton Branch Smile Cookie Campaign \$2,051 received
- Canada ESDC Grant for \$3,360 received

g. Technology:

- Mobile Circulation activated at Outreach events
- Interac planned for Thornton Branch, 2019
- Computer replacements for 2019 being identified

h. Joint-Use Agreement:

Appendix C of the Joint Use Amendment still to be refined.
Working Committee Meeting scheduled for December 19th.

i. Community @ Thornton:

Essa Historical Society, Taking Off Pounds Sensibly, Thornton Women’s Institute,
Community @ Angus:

Accessibility Committee, Economic Development Committee, Multicultural support, Next Step Literacy, South Simcoe Arts Displays, private tutoring & homeschool destinations.

j. Outreach & Marketing:

EarlyOn programs on campus, (H. Elliott); EPL/NPSS RBC Future Launch Grant application submitted. Base Borden newspaper advertisement for January programs.

2018: 088 Moved: JH Seconded: SM Carried
THAT the CEO’s Report be received as printed and circulated.

10. SOLS Liaison Report: None.

11. Committee Updates:

11.1 Finance Committee (Chairperson: S. Malick):
2019 Draft Budget Update.

2018: 089 Moved: JH Seconded: RC Carried
THAT the Essa Public Library Board approves updates to the Draft 2019 Budget, including an updated AODA Ramp quote and the Interac at Thornton Branch quote.

11.2 Planning and Policy Committee (Chairperson: R. Cade)

11.2.1 Board Meeting Dates for 2019.

2018: 090 Moved: RC Seconded: SM Carried
THAT the Essa Public Library Board hold Regular Board Meetings on: January 28, February 25, March 25, April 29, May 27, June 24, September 23, October 28, November 25, and December 9.

11.2.2 Library Closed Dates for 2019.

2018: 091 Moved: RC Seconded: SM Carried
THAT Essa Public Library be closed January 1, February 18 Family Day, April 19 Good Friday, April 22 Easter Monday, May 20 Victoria Day, July 1, August

6a

5 Civic Holiday, September 2, October 14, December 24 at 1pm, December 25 and 26, December 31 at 1pm.

11.3 Personnel Committee (Chairperson: J. Hunter)

11.3.1 Library 2018 Paygrid Update to Library Technician position:
EPL HR:001

2018: 092 Moved: JH Seconded: RC Carried
THAT the Essa Public Library Board approves updating the Library Technician pay range to reflect the additional supervisory responsibilities in the updated job description, in relation to existing library positions, as per Personnel Policy EPL HR:001, Salaries and wages, Salary Increases, 2.b., with this employee being repositioned to Step 3, as circulated and attached.

11.3.2 2019 Library Positions: EPL HR:001

2018: 093 Moved: JH Seconded: RC Carried
THAT the Essa Public Library Board approves the staff deployment map for 2019, including 3 contract positions, as circulated and attached.

12. Closed Meeting: None

13. Other Business:

13.1 Adjala-Tosorontio 2019 Library Services Contract

2018: 094 Moved: SM Seconded: RC Carried
THAT the Library Board approves, signs, and submits the 2019 Library Services Contract with Adjala-Tosorontio Township for \$5,000.00.


13.2 Library Board Christmas Dinner location be catered at Angus Branch in December, 2019.

14. Next Meeting: Monday, January 28, 2019, 7:00 pm, Thornton Branch.

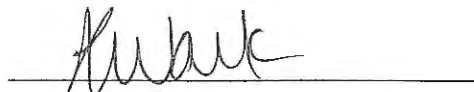
15. Adjournment

2018: 095 Moved: RC Carried
THAT the Meeting be adjourned at 7:58pm

APPROVED: February 4, 2019



Derek McKeever, Chairperson



Laura Wark, CEO/Secretary-Treasurer



Essa Public Library Report December 2018

Prepared by Angie Wishart

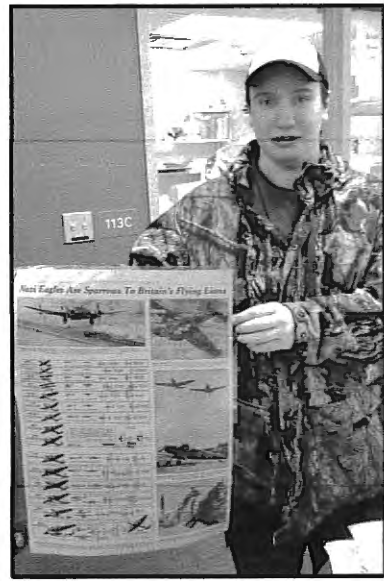
Outcome Measurements

EPL Sharing history with the Teachers & Students of NPSS

One of our library patrons donated a large amount of circa 1940's newspaper clippings.

In turn, we offered them to NPSS.

From NPSS's Twitter Account: *"We are so fortunate to work with @EssaLibrary & their patrons. This past fall, a community member donated newspaper clippings from WWII. Today, the teacher-librarian & her helper, laminated & started organizing this great learning resource!"*



When her printer went down, a patron needed to print an important document. She was advised by her daughter, a NPSS student to "Go to the Library!"

Using a guest pass to access public computers, a visitor said *"I've used this library in the past few weeks more than any other library in 30 years."*

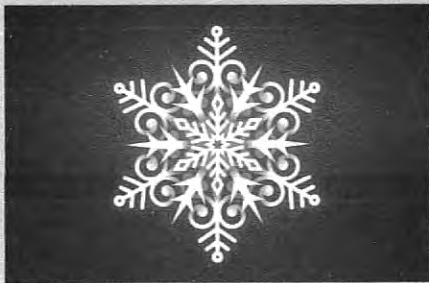


We received a great comment from patron, Andrea K. Whenever she and her kids visit the Thornton Branch, she says, *"We will just take one book a piece, that'll be enough. But we always leave with an armful - there are so many good options."*

A family from Base Borden visited Angus Branch for the first time, even though they have been on Base for one year. They had visited another family on the Base, who had borrowed some of our Kitchen Library items. They thought that was such a cool thing that they had to come check us out.

Adults

Angus -Book Clubs: 9
Thornton -Book Clubs:
10
Angus - Artists'
Displays: 1
Angus - Tech Tutor: 1
Thornton - Tech Tutor:
1



Angus - Language
Conversation Circle: 6
Angus - Hobby Circle:
11

Teens & 'tweens

Angus - TEC Meeting:
12
Angus - Tween Area:
43
Angus - Teen Central
after school groups: 75
Thornton - Page
Turners' Tween Book
Club: 6

Other

Angus & Thornton-
Homebound delivery:
offered
Exams: 7
Angus - MakerSpace:
5
Thornton - Maker
Space:offered

Kids

Angus - JUMP Club: 46
Angus - Wiggles & Giggles
Storytime: 24
Angus - Storytime: 65
Thornton - Stay, Play &
Learn: 40
Angus - French Storytime
L'heure du Conte: 34
Angus - Storydogs'
sessions: 6
Thornton - Storydogs'
sessions: 8
Angus - Build with Lego:
12
Angus - Winter Break
Programs:
Family Movie Nights: 23
Winter Crafts: 55
Holiday Builders: 12
Thornton - Winter Break
Programs:
Winter Crafts: offered
Family Board Games: 2



Circulation Totals and Analysis - December 2018


62

CIRCULATION	Dec. 2017	Dec. 2018	YTD 2017	YTD 2018
Angus Branch	8,575	8,274	111,977	118,176
Thornton Branch	1,317	1,444	23,861	21,030
Angus Branch Computer Use	477	462	7,274	6,527
Thornton Branch Computer Use	47	35	696	622
Angus Branch Wireless Use Thornton Branch Wireless Use	603+ 157	1,234+ 270	14,047	16,747
eAudio & eBooks	753	603	7,417	7,891
TOTALS:	11,929	12,322	165,272	170,993*

*3.5% increase

Circulation Analysis	Dec. 2017	Dec. 2018	YTD 2018
Print	4,344	4,646	65,784
Non-Print	5,376	4,920	71,060
Computer Use/Internet/Wireless	1,284	2,001	23,896
eAudio Books	200	211	2,329
eBooks	553	392	5,562
Interlibrary Loan: Borrowed	122	122	1,676
Interlibrary Loan: Lent	50	30	686

Materials Used In-Library	Dec. 2018	YTD 2018
Angus Branch	255	2,311
Thornton Branch	163	900

Online Resources	Dec. 2017	Dec. 2018	YTD 2018
Library Website	2,751	2,781	37,264
Britannica Online	5	8	110
<i>Resources: Highlight</i>	2	9	 Novelist Plus: Reading Recommendations for all ages.

New Members	Dec. 2017	Dec. 2018	YTD 2018
Angus Branch	139	64	1988
Thornton Branch	2	7	51

Library Highlights

Winter Break Children’s Programs

Our holiday Winter Break events were so exciting with movies, board games, crafts, coloring contest and Lego building challenges. Here’s some photos of the participants and all the fun! Thank you to the Angus Dairy Queen for the delicious ice-cream cake donations that everyone enjoyed.



10a

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2019 – 10

Being a By-law to adopt a Council-Staff Relations Policy.

WHEREAS section 5 (1) of the Municipal Act, 2001, as amended, provides that the powers of a municipal corporation are to be exercised by its Council; and

WHEREAS section 5 (3) of the Act states that municipal power, including a municipality's capacity, right, powers and privileges, shall be exercised by By-law, unless the municipality is specifically authorized to do otherwise; and

WHEREAS section 270 (1) of the Act provides that a municipality shall adopt and maintain policies with respect to relationships between members of Council and the officers and employees of the municipality by March 1, 2019; and

WHEREAS Council of the Corporation of the Township of Essa deems it expedient to adopt the aforementioned Policy;

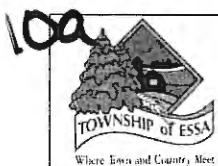
NOW THEREFORE Council of the Corporation of the Township of Essa hereby enacts as follows:

1. THAT the "Council-Staff Relations Policy" is hereby adopted as set out in Schedule "A" attached hereto and forming part of this By-law.
2. THAT this By-law shall come into force and effect on the date of final passing thereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 20th day of February, 2019.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk



Township of Essa Policy No. C-010-2019

SUBJECT: COUNCIL – STAFF RELATIONS	Date issued: FEBRUARY 20, 2019	Effective Date: March 1, 2019	Resolution No: CW024-2019 CR____-2019
SCOPE: Council, Senior Management and Staff		Revised: n/a	BY-LAW NO. 2019-10 SCHEDULE "A"

A. AUTHORITY

Effective March 1, 2019, section 270 (1) paragraph 2.1 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, requires that all municipalities adopt and maintain policies governing the relationship between members of Council and the officers and employees of the municipality.

B. POLICY STATEMENT & RATIONALE

The Township of Essa promotes a tolerant and respectful relationship in the workplace between members of Council and its managers and employees. This relationship is guided by the Council Code of Conduct, the Employee Code of Conduct, and the Procedural By-law.

Additionally, the Corporation promotes harassment-free relations and workplaces, which is guided by the Corporation's "Workplace Harassment, Discrimination and Violence Prevention Policy".

The intent of this Policy is to ensure that the relationship between members of Council and the managers and employees of the Township of Essa is cooperative and supportive, with a clear understanding of the respective roles and responsibilities of each.

C. SCOPE

This Policy applies to all members of Council, Managers and employees of the Corporation of the Township of Essa.

D. DEFINITIONS

1. Definitions

"Council"- means a member or members of the municipal council of the Township of Essa.

"Municipality" – means the Township of Essa.

"Staff" – means any of the following:

- (a) A person, not including a member of Council, who performs work for wages for the Township of Essa;
- (b) A person who supplies services for wages to the Township of Essa;

- (c) Such other persons as may be prescribed who perform work or supply services to the Township of Essa for no monetary compensation.

E. ROLES AND RESPONSIBILITIES

1. Council

- a. The role of Council is one that focuses on policy. As a whole, Council is the governing body of the Township of Essa and has the capacity to provide political direction and make decisions.
- b. Members of Council are responsible to act in a manner that enhances public confidence in local government. Additionally, they are required to operate in a cooperative manner for the collective public interest of the municipality, to produce the best results and outcomes for the Township
- c. Members of Council are not elected to be technical experts, nor are they elected to act in professional capacities based on their professional experience(s). Council represents the municipality in a political manner only, and provides direction to the Chief Administrative Officer and Senior Management.
- b. Council as a whole is responsible to approve budgets and policies. They are responsible for the governance of the Township through By-laws and Resolutions. Individual members of Council do not directly oversee the administrative functions of the municipality, nor do they oversee staff.

2. Senior Management and Staff

- a. Senior Management works as a liaison between Council and staff.
- b. Senior Management is responsible for direction to staff with respect to the implementation and administration of policy direction provided by Council as a whole, or by the Chief Administrative Officer.
- c. Senior Management provides advice to Council, and makes policy recommendations in accordance with their professional ethics, expertise and obligations.
- d. Senior Management and staff are responsible for the implementation and administration of Council Policy. They generally see to the operation(s) of the municipal organization, taking direction from the Chief Administrative Officer and/or Senior Management.

Staff are generally involved in the following:

- Research of policies and programs
- Providing professional advice
- Implementing decisions of Council
- Fulfilling statutory duties
- Following direction of Chief Administrative Officer and/or Department Manager

- e. Under the direction of the Chief Administrative Officer, Senior Managers and Staff work for the Township of Essa as a corporate body and serve Council as a whole. In doing so, staff administers policy which serves the combined interests of all members of Council as evidenced through the decisions of Council as a whole.

F. GENERAL OBLIGATIONS

1. COUNCIL

- a. Members of Council are required to respect the role of staff in the administration of business affairs for the Township, and shall not direct staff in the execution of their duties. Council is required to respect the administrative and managerial chain of command by:
 - i. Directing questions/concerns in relation to the administration or management of the Township to the Chief Administrative Officer and/or Department Manager;
 - ii. Refraining from becoming involved in the management of staff.
- b. Individual members of Council shall refrain from:
 - i. Attempting to influence staff;
 - ii. Criticizing or attempting to humiliate, berate, disparage or denigrate staff in public, including at any Council or Committee meeting, whether in open or closed sessions.
- c. Members of Council shall not make requests or statements, or take actions which may be construed as an attempt to influence the independent administration of Township business.
- d. Members shall not attempt to intimidate, threaten, or influence any staff member from carrying out their duties in accordance with the direction provided from their Manager/Supervisor.
- e. Members of Council shall refrain from using their position to improperly influence members of staff in their duties or function, or to gain an advantage for themselves or others.
- f. Members of Council shall not invite or pressure any member of staff to engage in partisan political activities or be subjected to discrimination or reprisal for refusing to engage in such activities.

2. SENIOR MANAGEMENT AND STAFF

- a. Senior Management and Staff are required to act in a manner that enhances public confidence in local government.
- b. Senior Management and Staff shall carry out their duties based on political neutrality and objectivity, free from the undue influence of any individual member of Council.
- c. Senior Management and Staff are responsible to develop and maintain formal working relationships with members of Council, in order to promote equality and discourage favouritism.

- d. Senior Management and staff shall serve Council as a whole rather than any individual member of Council.
- e. Senior Management and Staff shall treat all members of Council equally and with courtesy, respect and professionalism at all times.
- f. Senior Management and Staff shall refrain from behaviours such as publicly criticizing decisions or policies of Council.
- g. Senior Management and Staff shall refrain from becoming involved in the policy and decision-making process of Council. They shall ensure that Council is provided with the necessary information to ensure that is necessary for Council to make an informed decision.

G. ADMINISTRATIVE PROTOCOLS

- 1. All requests from Council for reports shall be introduced under "Other Business".
- 2. Members of Council are not to direct subordinate staff in a supervisory capacity. Staff are supervised and directed by their Department Manager and/or the Chief Administrative Officer.
- 3. Council members are to filter questions/concerns by email or telephone to the Chief Administrative and/or Department Heads.

H. FILING OF COMPLAINT

- 1. Staff shall report all breaches in this Policy directly to the Chief Administrative Officer.
- 2. Depending on the severity of the breach, the complaint may be filed with the Integrity Commissioner as appointed by the municipality.

F. REFERENCES:

Municipal Act, 2001, as amended
 Council Code of Conduct C09-2010
 Employee Code of Conduct
 Procedural By-law 2017-77

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2019 – 11

Being a By-law to adopt a Policy for the “Pregnancy and Parental Leave for Members of Council”.

WHEREAS section 5 (1) of the Municipal Act, 2001, as amended, provides that the powers of a municipal corporation are to be exercised by its Council; and

WHEREAS section 5 (3) of the Act states that municipal power, including a municipality's capacity, right, powers and privileges, shall be exercised by By-law, unless the municipality is specifically authorized to do otherwise; and

WHEREAS section 270 (1) of the Act provides that a municipality shall adopt and maintain policies with respect to pregnancy leaves and parental leaves of members of Council; and

WHEREAS Council of the Corporation of the Township of Essa deems it expedient to adopt the aforementioned Policy;

NOW THEREFORE Council of the Corporation of the Township of Essa hereby enacts as follows:

- 1. THAT the “Pregnancy and Parental Leave for Members of Council” Policy C010-2019 is hereby adopted as set out in Schedule “A” attached hereto and forming part of this By-law.
- 2. THAT this By-law shall come into force and effect on the date of final passing thereof.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 20th day of February, 2019.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

106



Township of Essa
Policy No. C010-2019
PREGNANCY AND PARENTAL LEAVE-MEMBERS OF COUNCIL

SUBJECT: PREGNANCY AND PARENTAL LEAVE FOR MEMBERS OF COUNCIL	Date issued: February 20, 2019	Effective Date: March 1, 2019	Resolution No:
SCOPE: Members of Council		Revised: n/a NEW POLICY	BY-LAW NO.: 2019-11 Schedule "A"

1. POLICY STATEMENT

The Township of Essa recognizes a member of Council's right to take leave for the member's pregnancy, birth of the member's child, or the adoption of a child by the member, as required by and in accordance with Section 270 of the *Municipal Act*, 2001, as amended.

2. PURPOSE

This Policy provides guidance on how the Township of Essa addresses a member's pregnancy or parental leave in a manner that respects a member's statutory role as an elected official.

3. SCOPE

This Policy applies to only to members of Council who are absent from meetings of Council for at least three consecutive months as a result of the member's pregnancy, the birth of the member's child, or the adoption of a child by the member.

4. DEFINITIONS

Pregnancy and/or Parental Leave – means an absence of 20 consecutive weeks or less, as a result of a member's pregnancy, the birth of a member's birth, or the adoption of a child by the member, in accordance with Section 259 (1.1) of the *Municipal Act*, 2001.

5. POLICY REQUIREMENTS

5.1 The office of a member of Council shall not become vacant if a member is absent for twenty (20) consecutive weeks or less, if the absence is a result of the member's pregnancy, the birth of the member's child, or the adoption of a child by the member.

5.2 Council of the Corporation of the Township of Essa supports a member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

- (1) A member is elected to represent his or her constituents.
- (2) A member's pregnancy and/or parental leave does not require Council approval and his or her office cannot be declared vacant as a result of the leave.
- (3) A member will continue to receive communication from the Township of Essa, as if the member was not on leave.
- (4) A member reserves the right to participate as an active member of Council at any time during his or her leave.
- (5) A member shall continue to receive all remuneration, reimbursements and benefits afforded to all members of Council.

6. RESONSIBILITIES

- 6.1 Where a member of Council will be absent due to a pregnancy and/or parental leave, the member shall provide written notice to the Chief Administrative Officer and/or Clerk, indicating the duration of leave including the expected start and return dates.
- 6.2 It is understood that under emergent circumstances, a member may not be able to submit the appropriate notice before the leave commences. Each member shall nonetheless endeavor to provide the appropriate notice in advance of any leave, or as soon as possible after commencing the pregnancy and/or parental leave.
- 6.3 Notwithstanding, at any point in time during a member's pregnancy or parental leave, the member may provide written notice to the Chief Administrative Officer and/or Clerk of their intent to lift any of the temporary appointments to exercise their statutory role. The member shall provide written notice to the Chief Administrative Officer and/or Clerk of any changes to their return date.
- 6.4 The Mayor may make temporary appointments to any committees, boards, task forces, etc., that are constituted by the Township of Essa and where the member is the only member of Council on that body.

7. RESPONSIBILITIES

- 7.1 Members of Council and Township staff are responsible for adhering to the parameters of this Policy.

8. COMPLIANCE

- 8.1 The Integrity Commissioner may investigate complaints against members related to this Policy.

9. POLICY MANAGEMENT

- 9.1 Staff are authorized and directed to take the necessary action to give effect to this Policy.
- 9.2 The Clerk and/or designate are delegated the authority to make administrative changes to this Policy that may be required from time to time due to legislative changes or if, in the opinion of the Clerk or designate, the amendments to not change the intent of the Policy.

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2019 - 12

A By-law to Authorize the Issuance of the Certificate of Substantial Completion and Acceptance (Aboveground Works), Vernon Street (Angus) Subdivision – Phase 2, Plan 51R-29167

WHEREAS Section 51, Subsection (26) of the *Planning Act*, R.S.O. 1990; Chapter P. 13, as amended, provides that municipalities may enter into agreements imposed as a condition to the approval of a plan of subdivision and such agreements may be registered against the land to which the subdivision plan applies; and

WHEREAS Council for the Corporation of the Township of Essa entered into a Development Agreement with Angus Meadows Ltd., 2120753 Ontario Inc. and 2120755 Ontario Ltd. which was registered as Instrument No. SC12565 to construct a residential development known as Vernon Street (Angus) Subdivision; and

WHEREAS the requirements of this Development Agreement with respect to the aboveground works have now been met;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby enacts as follows:

1. That the Certificate of Substantial Completion and Acceptance (Aboveground Works) for Vernon Street (Angus) Subdivision – Phase 2, Plan 51R-29167, may now be issued by the Township Engineers (AECOM) in compliance with the Development Agreement between the Corporation of the Township of Essa and Angus Meadows Ltd., 2120753 Ontario Inc. and 2120755 Ontario Ltd.
2. That the attached Schedule "A", Certificate of Substantial Completion and Acceptance (Aboveground Works), shall form part of this By-law.
3. This By-law comes into force and effect on the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 20th day of February, 2019.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

SCHEDULE "A"



AECOM
55 Cedar Pointe Drive, Suite 620
Barrie, ON, Canada L4N 5R7
www.aecom.com

705 721 9222 tel
705 734 0764 fax

TOWNSHIP ENGINEERS

CERTIFICATE OF **SUBSTANTIAL COMPLETION AND ACCEPTANCE**
 (ABOVEGROUND WORKS)

MUNICIPALITY **Township of Essa**

PROJECT **Vernon Street [Angus] Subdivision – Phase 2**
 Plan 51R – 29167

DEVELOPER **Angus Meadows Ltd.; 2120753 Ontario Inc.; 2120755 Ontario Ltd.**

FILE NO. **16-99009-52 (60118316)**

Description of the Works:

Roadways in the **Vernon Street [Angus] Subdivision - Phase 2** consisting of:

- **Mancini Drive** from Vernon Street, westerly and then northerly to a Temporary turn-around; a distance of 280 metres (918 feet);
- **Brennan Drive** from Mancini Drive, westerly and then northerly to a Temporary turn-around; a distance of 175 metres (574 feet);

We, AECOM, notify the Municipality that the above mentioned works were inspected on February 4, 2019, and to the best of our knowledge and judgement are complete in accordance with the Subdivision Agreement, except for the deficiencies below:

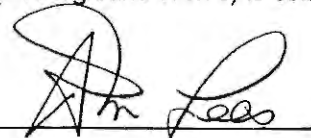
- Deficiencies listed in the attached "Construction Status Report" dated February 4, 2019;

We hereby accept these works for use and operation by the Municipality subject to the rectification of the above noted deficiencies and to the rectification of any further deficiencies that may become apparent during the maintenance period and to the maintenance that is required by the Subdivision Agreement.

All outstanding works were completed by the Township utilizing the Developer's Securities in 2015 and 2016, and there are currently no other issues; and as such this Certificate has been back-dated to reflect when the work completed, such that the Maintenance Period would expire this June, 2019.

The date of Substantial Completion and Acceptance (Aboveground Works) is established by the Certificate as of June 10, 2017.

Date: February 4, 2019

Signature: 

10c



**Township of Essa
Construction Status Report**


Subdivision: Vernon Street [Angus] Subdivision - Phase 2
Engineer: exp [Richardson Foster Ltd] (705) 728-0009
Date: February 4, 2019

File Number: 16-99009-52
Contractor: JB Enterprises
 Registered Plan 51R-29167
60118316

START OF UNDERGROUND WORKS

		Yes	No	Date Completed and Comments
<u>Siltation Controls</u>				
1)	silt fence installed and maintained	✓		
2)	rock check dams installed and maintained	✓		
<u>SWM Pond</u>				
1)	pond earth works completed	✓		
2)	storm outfall works completed	✓		
3)	access road constructed	✓		
4)	pond topsoil / seeding	✓		
5)	pond fencing completed with gate	✓		
6)	landscaping completed	✓		
7)	pond access road	✓		
8)	pond survey submitted	✓		
9)	pond volume calculations submitted	✓		
10)	pond certification by Engineer	✓		Received by AECOM on January 19, 2011.
<u>Sanitary Sewer</u>				
1)	pipe installed	✓		
2)	pipe bedding summary/acceptance report	✓		See Jacques Whitford letter dated August 22, 2007.
3)	backfill test summary/acceptance report	✓		See Jacques Whitford letter dated August 22, 2007.
4)	maintenance holes inspected/approved	✓		
5)	benching inspected	✓		
6)	top of precast 0.3m below finish grade	✓		
7)	video inspection submitted for review	✓		
8)	video inspection reviewed/approved	✓		
9)	flushing of sewer	✓		
10)	service record sheets	✓		Accepted by AECOM on February 22, 2011.
11)	as-constructed information submitted	✓		Accepted by AECOM on February 22, 2011.
<u>Storm Sewer</u>				
1)	pipe installed	✓		
2)	pipe bedding summary/acceptance report	✓		See Jacques Whitford letter dated August 22, 2007.
3)	backfill test summary/acceptance report	✓		See Jacques Whitford letter dated August 22, 2007.
4)	maintenance holes inspected/approved	✓		
5)	benching inspected	✓		
6)	top of precast 0.3m below finish grade	✓		
7)	video inspection submitted for review	✓		
8)	video inspection reviewed/approved	✓		
9)	flushing of sewer	✓		
10)	service record sheets	✓		Accepted by AECOM on February 22, 2011.
11)	as-constructed information submitted	✓		Accepted by AECOM on February 22, 2011.

Inspectors Name: 

Project Manager: 

100



**Township of Essa
Construction Status Report**

Subdivision: **Vernon Street [Angus] Subdivision - Phase 2**
 Engineer: **exp [Richardson Foster Ltd] (705) 728-0009**
 Date: **February 4, 2019**

File Number: **16-99009-52** 60118316
 Contractor: **JB Enterprises**
 Registered Plan **51R-29167**


	Yes	No	Date Completed and Comments
Watermain			
1) pipe installed	✓		
2) pipe bedding acceptance report	✓		See Jacques Whitford letter dated August 22, 2007.
3) backfill testing acceptance report	✓		See Jacques Whitford letter dated August 22, 2007.
4) by-pass installed and inspected	✓		
5) pressure testing confirmed by AECOM	✓		
6) system chlorinated	✓		
7) potable water samples received by AECOM	✓		
8) by-pass removed	✓		
9) tracer wire - attached to hydrant flange	✓		
- continuity test	✓		
10) hydrant - water flow charts submitted	✓		
- end caps painted	✓		
- barrels painted to Twp spec.	✓		
- markers installed	✓		
11) Sample stations inspection completed	✓		
12) Engineer's curb box inspection certification	✓		
13) Engineer's valve & hyd inspection certification	✓		
14) service record sheets	✓		Accepted by AECOM on February 22, 2011.
15) as-constructed information submitted	✓		Accepted by AECOM on February 22, 2011.
Utilities			
1) bell works completed	✓		
2) hydro works completed	✓		
3) streetlights installed	✓		
4) streetlights energized	✓		
5) certification from electrical consultant (ESA)	✓		See letter dated January 17, 2009.
6) gas works completed	✓		
7) as-constructed information submitted	✓		

Certificate of Publication by Contractor. August 3, 2007.
 Certificate of S. C. & A. Underground Issued August 29, 2007.

END OF UNDERGROUND WORKS

SWM Pond			
1) clean out prior to end of maintenance	✓		
Sanitary Sewer			
1) flushing of sewer	✓		
2) video inspection submitted for review	✓		Received by AECOM on January 19, 2011.
3) video inspection reviewed/approved	✓		Accepted by AECOM on January 24, 2011.
Storm Sewer			
1) flushing of sewer	✓		
2) video inspection submitted for review	✓		Received by AECOM on January 19, 2011.
3) video inspection reviewed/approved	✓		Accepted by AECOM on January 24, 2011.
Watermain			
1) curb stop inspection by AECOM	✓		
2) valve & hydrant inspection by AECOM	✓		

Certificate of M. & F. A. Underground Issued August 24, 2011.

Inspectors Name: 

31

Project Manager: 

10c

**Township of Essa
Construction Status Report**

Subdivision: **Vernon Street [Angus] Subdivision - Phase 2**
 Engineer: **exp [Richardson Foster Ltd] (705) 728-0009**
 Date: **February 4, 2019**

File Number: **16-99009-52** 60118316
 Contractor: **JB Enterprises**
 Registered Plan **51R-29167**

START OF ABOVEGROUND WORKS

	Yes	No	Date Completed and Comments
Road Works			
1) subgrade proof witness by AECOM	✓		
2) subgrade elevations confirmed by Engineer	✓		
sub-drains installed - sub-grade			
- under curb	✓		
- ditch			
3) granular tested by Soils Consultant	✓		
4) granular "B" compaction reports to AECOM	✓		See Jacques Whitford letter dated August 22, 2007.
5) granular "A" compaction reports to AECOM	✓		See Jacques Whitford letter dated August 22, 2007.
6) hydro crossings installed	✓		
7) concrete curbs completed	✓		
8) curbs inspected prior to top lift asphalt	✓		
9) concrete tested by Soils Consultant	✓		
10) base asphalt placed	✓		
11) signage - street identification	✓		
- stop	✓		
- road not assumed	✓		
- no exit	✓		
12) dead-end barricades and signage	✓		
13) driveway aprons paved	✓		
14) sidewalks completed	✓		
15) sidewalks inspected by Township	✓		
16) boulevard topsoil and sodded/seeded	✓		
17) base asphalt inspected by Township	✓		
18) top lift asphalt completed	✓		
19) as-constructed information submitted	✓		Accepted by AECOM on February 22, 2011.
Miscellanies Works			
1) fencing completed - boundary	✓		Fencing completed along rear of Parts 7 to 18 March 28, 2012.
Certificate of Publication by Contractor.		X	
Certificate of S. C. & A. Aboveground Issued		X	Recommended by AECOM on February 4, 2019

END OF ABOVEGROUND WORKS

	Yes	No	Date Completed and Comments
1) tree planting in boulevard		X	
2) pond landscaping inspection by AECOM		X	
3) fencing inspection by AECOM		X	
4) final lot grading certification		X	
5) OLS certification for monuments		X	To be issued one month prior to Final Acceptance.
6) AECOM curb box inspection completed		X	
7) AECOM valve & hydrant inspection completed		X	
8) Final inspection - light standards		X	
- transformers		X	
- utility boxes		X	
9) top lift asphalt inspection by AECOM		X	
10) curb inspection by AECOM		X	
11) sidewalk inspection by AECOM		X	
12) boulevards inspection by AECOM		X	
13) as-constructed information submitted and approved by AECOM	✓		Accepted by AECOM on February 22, 2011.
Certificate of M. & F. A. Aboveground Issued		X	

Inspectors Name: 

Project Manager: 

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2019 - 13

Being a By-law to amend the Township's Zoning By-Law, By-law No. 2003-50, as amended, affecting 8477 6th Line, Utopia, by rezoning the farmland to Agricultural (A-1) Zone in order to prohibit a dwelling.

WHEREAS the Council of the Corporation of the Township of Essa may pass by-laws pursuant to Section 34 of the Planning Act, R.S.O 1990, as amended; and

WHEREAS the Council of the Corporation of the Township of Essa has determined a need to rezone farmland, where surplus dwellings have been severed, to prohibit new homes;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby enacts as follows:

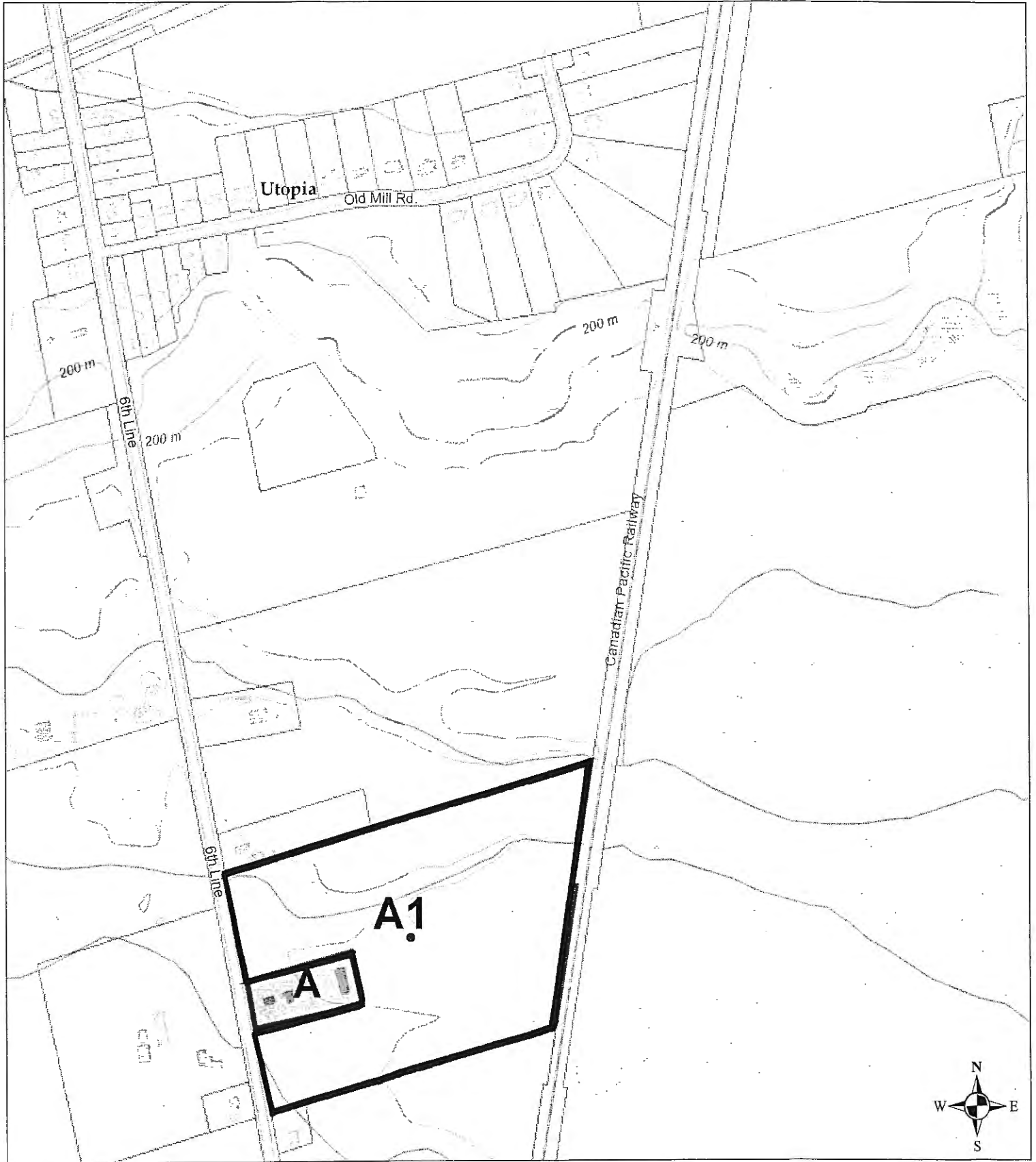
- 1. That Schedule A to By-law 2003-50 is hereby amended by rezoning those lands shown on Schedule 1, and attached herein, and labelled as "A-1", to no longer permit a dwelling.
- 2. That Section 6.4, Special Provisions, of By-law No. 2003-50, is amended by adding the following after 6.4.1: "Con 6 East Part Lot 28"
- 3. That this By-law shall take effect as of the date of passing, subject to the provisions of the Planning Act, R.S.O. 1990, Chap. P.13 as amended.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 20th day of February, 2019.

Sandie Macdonald, Mayor

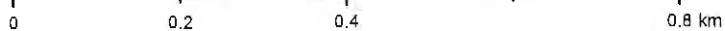
Lisa Lehr, Clerk

8477 6th Line - Zoning By-law Amendment



This map, either in whole or in part, may not be reproduced without the written authority from © The Corporation of the County of Simcoe.
 This map is intended for personal use, has been produced using data from a variety of sources and may not be current or accurate.
 Produced (in part) under license from:
 © Her Majesty the Queen in Right of Canada, Department of Natural Resources;
 © Queens Printer, Ontario Ministry of Natural Resources;
 © Teranet Enterprises Inc. and its suppliers;
 © Members of the Ontario Geospatial Data Exchange.
 All rights reserved. THIS IS NOT A PLAN OF SURVEY.

1:9,028



THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2019 – 14

A By-law to authorize the levy and collection of an interim tax on all properties and property classes, and to establish the date(s) for payment of taxes, and to provide for penalty and interest.

WHEREAS Section 317(1) of *The Municipal Act*, S.O. 2001, c.25, as amended, provides that the Council of a local municipality may, before the adoption of the estimates for the year under section 290, pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes; and

WHEREAS the Council of The Township of Essa deems it appropriate to provide for such interim levy on the assessment of property in this municipality; and

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25, Section 391 as amended, permits the imposition of fees or charges on persons for services provided or done by or on behalf of any other municipality; and

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25, Section 398(1) (2) as amended, permits that fees or charges constitute a debt of the person to the municipality and that such amount owing can be added to the Tax Roll and collected in same manner as municipal taxes; and

WHEREAS Section 345(2) of the *Municipal Act*, as amended, provides that Council may, by by-law, impose a percentage charge as a penalty for non-payment of taxes on any class or installment thereof not exceeding 1.25% on the first day of default and on the first day of each calendar month thereafter in which default continues.

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Essa hereby enacts as follows:

ADMINISTRATION

- 1. That the amounts levied shall be as follows:
 - 1.1 For the Residential, Pipeline, Farmland and Managed Forest, Multi-Residential, Commercial and Industrial property classes there shall be imposed and collected an interim levy of:
 - (a) the percentage prescribed by the Minister under section 317(3) of the *Municipal Act*; or,
 - (b) 50%, if no percentage is prescribed, of the total taxes for municipal and school purposes levied on the property in the year 2018.

- 2. That the calculation of the amount shall be as follows:
 - 2.1 For the purposes of calculating the total amount of taxes for the year 2019, if any taxes for municipal and school purposes were levied on a property for only part of 2018 because assessment was added to the collector's roll during 2018, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year;

3. That the date(s) for payment of taxes levied under the authority of this By-law shall be as follows:
Due date of First Interim Installment: Two banking days before the last banking day of March
Due date of Second Interim Installment: Three banking days before the last banking day of June
4. That the date(s) for payment of taxes levied under the authority of the By-law to adopt the estimates of all sums required during the year for all purposes of the municipality for levying the rates and to expend, pledge or apply monies from reserve funds and contributions shall be as follows:
Due date of First Final Installment: Three banking days before the last banking day of September
Due date of Second Final Installment: Three banking days before the last banking day of November
5. That no discounts shall be allowed for punctual payment of any taxes or prepayment thereof.
6. That the Manager of Finance of the Corporation shall add to the amount of all taxes due and unpaid and levied under the authority of this By-law a penalty charge equal to one and one-quarter per cent (1.25%) of such amount and the penalty charge shall be added on the first day of the calendar month following the due date, and on the first day of each calendar month thereafter in which default continues but not after the end of the year in which the taxes are levied after which statutory interest of one and one-quarter per cent (1.25%) per month will apply.
7. That the Manager of Finance, no later than twenty-one (21) days prior to the date that the first installment is due, shall mail or cause to be mailed to the assessed owner as recorded in the last revised assessment roll, a tax notice setting out the amount of each installment, the date by which it is to be paid, and the penalty charge imposed for late payment.
8. That the taxes shall be payable to the Corporation on or before the due date and shall be payable at the Municipal Office, or at the Bank of Nova Scotia in Alliston and Angus, or at the TD Bank in Alliston and Angus, or via teller at the Royal Bank of Canada in Alliston. The resident (or presenter of the bill) will be responsible to pay any applicable service charge to the financial institution that accepts the payment. Electronic Fund Transfers (EFT) are available through a Pre-Authorized Payment Plan with the Township and Telephone EFT and EDI payments with various Financial Institutions. In addition, payment can be left after hours at the Municipal Office drop box on the lower level, side entrance. A pre-authorized payment plan can be arranged at the Municipal office. All payments shall be deemed to be paid to the Corporation on the date the Township receives the payment.
9. That except for accounts affected by tax registration procedures, the Manager of Finance and the Collector are hereby authorized to accept part payment from time to time on account of any such taxes that are due, and to give a receipt for such part payment, provided that acceptance of any such part payment shall not affect the collection of any penalty charges imposed and collectable in respect of non-payment of the taxes or any installment thereof.
10. That all taxes levied pursuant to an assessment made under the provisions of Sections 33 and 34 of the *Assessment Act*, as amended, shall be due and payable upon issue and mailing of a tax notice, and said taxes shall be collected on a date to be determined by the Manager of Finance or Collector, with payments due and payable not less than twenty-one (21) days after the billing date.
11. That there be imposed a handling fee of \$30.00 for any returned cheques.

CONFLICTING LEGISLATION

12. If this By-law conflicts with the provisions of any Act, other than the *Municipal Act*, the provisions of that Act prevail to the extent of the conflict.

VALIDITY AND SEVERABILITY

13. It is hereby declared that notwithstanding any section, subsections, clause, paragraph or provision of this By-law or parts thereof, may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, such section or sections or parts thereof shall be deemed to be severable and that all other sections or parts of this By-law are separate and independent therefrom and enacted as such as a whole. Same shall not affect the validity or enforceability of any other provisions of this By-law or of the By-law as a whole.

Whenever any reference is made in this By-law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

ENFORCEMENT

14. This By-law shall be administered by the Manager of Finance of the Corporation of the Township of Essa.

FORCE AND EFFECT

15. That this By-law shall come into force and effect on the day of passing.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 20th day of February, 2019.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2019 - 15

A By-law to authorize municipal borrowing for current expenditures for 2019.

WHEREAS the Council of the Corporation of the Township of Essa deems it necessary to borrow the sum of Two Million Dollars (\$2,000,000) to meet the current expenditures of the Corporation for the year, until the taxes are collected;

NOW THEREFORE BE IT BE IT RESOLVED THAT the Corporation of the Township of Essa hereby enacts as follows:

1. The Mayor and the Manager of Finance are hereby authorized to borrow from the Bank of Nova Scotia from time to time by way of promissory note a sum or sums not exceeding at any one time, Two Million Dollars (\$2,000,000) to meet, until the taxes are collected, the current expenditures of the Corporation for the year.
2. The Mayor and the Manager of Finance are hereby authorized to sign on behalf of the Corporation and to furnish to the said Bank from time to time a promissory note or notes sealed with the corporate seal for the sum or sums so borrowed with interest at such rate as the said Bank may from time to time determine.
3. The Manager of Finance is hereby authorized and directed to furnish to the said Bank, as it may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected or of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year, that have not been repaid.
4. All sums borrowed from the said Bank shall, with interest thereon, be a charge upon the whole or any part or parts of the revenues of the Corporation for the current year and for any preceding years, as and when such revenues are received.
5. The Manager of Finance is hereby authorized and directed to apply in payment of all sums borrowed from the said Bank, with interest thereon, all of the money hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the monies collected or received from any other source.
6. That this By-law shall come into force and take effect on the day it is finally passed.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 20th day of February, 2019.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk

10f

Appendix A to By-law 2019 - 15

AGREEMENT

BETWEEN:

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ESSA
(hereinafter called the "Corporation" of the one part);

and

THE BANK OF NOVA SCOTIA
(hereinafter called the "Bank" of the other part);

WHEREAS a By-law passed by the Council of the Corporation on the 20th day of February, 201, provides authority to the Mayor and the Manager of Finance of the Corporation to borrow from the Bank the monies therein mentioned, and by such By-law this agreement was authorized; and

WHEREAS the Corporation desires to borrow the said monies by promissory notes and the Bank, in consideration of the execution of this agreement by the Corporation, has consented thereto subject to and upon the terms and conditions hereinafter set forth;

IT IS NOW HEREBY AGREED that the said monies may be borrowed by the Mayor and the Manager of Finance for the Corporation from the Bank upon the promissory notes of the Corporation signed by the Mayor and the Manager of Finance and sealed with the seal of the Corporation.

IT IS FURTHER AGREED that the Corporation shall repay the monies so advanced with interest on such date as shall be agreed with the Bank and in any event not later than the 31st day of December next ensuing.

As security for repayment of the monies so advanced by the Bank and interest thereon, all the revenues of the Corporation of whatever nature and kind are hereby charged to and in favour of the Bank, and the Bank shall have a lien upon all such revenues until the charge hereby and by said By-law created is satisfied.

IN WITNESS WHEREOF the Corporation has caused its corporate seal to be hereunto affixed under the hands of its Mayor and Treasurer on the date and year first above written.

THE CORPORATION OF THE TOWNSHIP OF ESSA.

Sandie Macdonald – Mayor

Date

Carol Traynor – Manager of Finance

THE CORPORATION OF THE TOWNSHIP OF ESSA

BY-LAW 2019-16

Being a By-law to confirm the proceedings of the Council meeting held on the 20th day of February, 2019.

THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ESSA HEREBY ENACTS AS FOLLOWS:

THAT the action of the Council at its meeting held on the 20th day of February, 2019 and, in respect of each recommendation contained in the Minutes of the Regular Council meeting held on the 6th day of February, 2019, and Committee of the Whole meeting held on the 6th day of February, 2019, and the Special Meeting of Council held on the 6th day of February, 2019; and, in respect of each motion, resolution and other action passed and taken by Council at the said meetings, is, except where prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed.

THAT the Mayor and the proper officials of the Township of Essa are hereby authorized and directed to do all things necessary to give effect to the said actions or to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

READ A FIRST, AND TAKEN AS READ A SECOND AND THIRD TIME AND FINALLY PASSED on this the 20th day of February, 2019.

Sandie Macdonald, Mayor

Lisa Lehr, Clerk